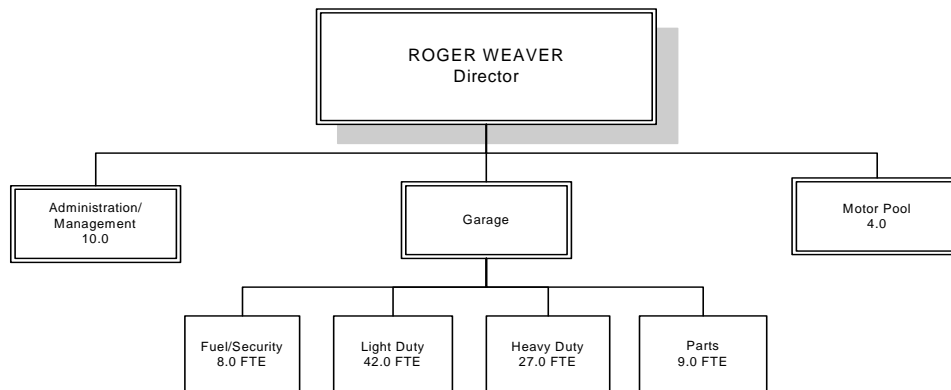


## FLEET MANAGEMENT Roger Weaver

### MISSION STATEMENT

The mission of the Fleet Management Department is to provide vehicles, equipment, and services to the officials and employees of the county so that they can provide the services that promote the health, safety, well being, and quality of life of the residents of the county.

### ORGANIZATIONAL CHART



### SUMMARY OF BUDGET UNITS

2004-05				
	Operating Exp	Revenue	Revenue Over/ (Under) Exp	Staffing
Garage	9,953,923	10,520,000	566,077	97.0
Motor Pool	8,519,141	10,265,000	1,745,859	4.0
<b>TOTAL</b>	<b>18,473,064</b>	<b>20,785,000</b>	<b>2,311,936</b>	<b>101.0</b>

## Garage

### DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, and emergency field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support fleet operations.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

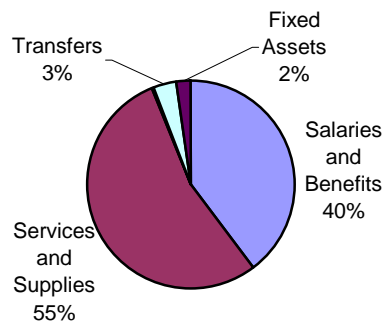
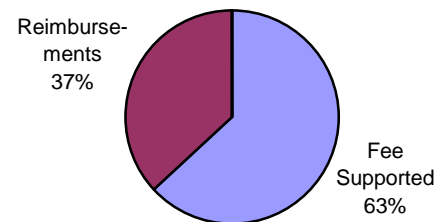


**BUDGET AND WORKLOAD HISTORY**

	<b>Actual 2002-03</b>	<b>Budget 2003-04</b>	<b>Estimate 2003-04</b>	<b>Proposed 2004-05</b>
Total Operating Expense	13,530,275	7,343,777	7,464,732	9,953,923
Departmental Revenue	13,269,231	8,191,300	8,115,900	10,520,000
Revenue Over/(Under) Expense	(261,044)	847,523	651,168	566,077
Budgeted Staffing		94.0		97.0
Fixed Assets	22,790	170,000	100,000	371,800
Unrestricted Net Assets Available at Year End	36,637		587,805	

**Workload Indicators**

Number of work orders	16,245	17,000	17,500	18,000
Number of billable shop hours	67,656	71,000	74,000	80,000
Warehouse sales \$	1,072,776	1,000,000	1,000,000	-
Parts sales \$	2,196,707	3,000,000	2,400,000	3,000,000
Fuel gallons dispensed	2,988,433	2,900,000	3,100,000	3,000,000

**2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY****2004-05 BREAKDOWN BY FINANCING SOURCE**

NOTE: This budget is expected to increase unrestricted net assets by \$194,277.



GROUP: Internal Services  
DEPARTMENT: Fleet Management  
FUND: Garage

BUDGET UNIT: ICB VHS  
FUNCTION: General  
ACTIVITY: Central garage

## ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
<b>Appropriation</b>								
Salaries and Benefits	5,642,000	5,861,042	375,456	245,681	-	6,482,179	(21,841)	6,460,338
Services and Supplies	7,042,684	6,007,286	5,015	-	-	6,012,301	2,771,672	8,783,973
Central Computer	34,836	34,836	1,598	-	-	36,434	-	36,434
Transfers	561,001	331,210	-	-	-	331,210	235,312	566,522
Total Exp Authority	13,280,521	12,234,374	382,069	245,681	-	12,862,124	2,985,143	15,847,267
Reimbursements	(6,065,789)	(5,140,597)	-	-	-	(5,140,597)	(1,002,747)	(6,143,344)
Total Appropriation	7,214,732	7,093,777	382,069	245,681	-	7,721,527	1,982,396	9,703,923
Depreciation	250,000	250,000	-	-	-	250,000	-	250,000
Total Operating Expense	7,464,732	7,343,777	382,069	245,681	-	7,971,527	1,982,396	9,953,923
<b>Departmental Revenue</b>								
Use Of Money and Prop	14,300	20,000	-	-	-	20,000	-	20,000
Current Services	8,100,000	8,171,300	382,069	372,000	-	8,925,369	1,574,631	10,500,000
Other Financing Sources	1,600	-	-	-	-	-	-	-
Total Revenue	8,115,900	8,191,300	382,069	372,000	-	8,945,369	1,574,631	10,520,000
Revenue Over/(Under) Exp	651,168	847,523	-	126,319	-	973,842	(407,765)	566,077
Budgeted Staffing		94.0	-	4.0	-	98.0	(1.0)	97.0
<b>Fixed Asset</b>								
Improvement to Structures	100,000	20,000	-	-	-	20,000	191,800	211,800
Equipment	-	150,000	-	-	-	150,000	10,000	160,000
Total Fixed Assets	100,000	170,000	-	-	-	170,000	201,800	371,800

In 2003-04, services and supplies are expected to exceed budget by approximately \$1 million due to increasing fuel costs. Also, in 2003-04, the budget for automotive parts was reduced because of the expected purchase of new motor pool vehicles. Purchasing delays resulting from the ongoing freeze on the purchase of fixed assets has resulted in a demand for parts higher than anticipated in the budget.

In 2004-05, services and supplies are increased due mainly to rising fuel costs. Revenues are expected to increase due to an increase in budgeted staff performing billable functions and the implementation of revised rates as approved by the Board on March 2, 2004. The 2004-05 rates were developed based on an assumed contribution to retained earnings of \$566,000, which is a decrease from the \$800,000 contribution budgeted in 2003-04.



DEPARTMENT: Fleet Management  
 FUND: Garage  
 BUDGET UNIT: ICB VHS

## SCHEDULE A

## MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>94.0</b>	<b>7,343,777</b>	<b>8,191,300</b>	<b>847,523</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	375,456	375,456	-
Internal Service Fund Adjustments	-	6,613	6,613	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>382,069</b>	<b>382,069</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	4.0	245,681	372,000	126,319
<b>Subtotal</b>	<b>4.0</b>	<b>245,681</b>	<b>372,000</b>	<b>126,319</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BASE BUDGET</b>	<b>98.0</b>	<b>7,971,527</b>	<b>8,945,369</b>	<b>973,842</b>
<b>Department Recommended Funded Adjustments</b>	<b>(1.0)</b>	<b>1,982,396</b>	<b>1,574,631</b>	<b>(407,765)</b>
<b>TOTAL 2004-05 PROPOSED BUDGET</b>	<b>97.0</b>	<b>9,953,923</b>	<b>10,520,000</b>	<b>566,077</b>
<b>2003-04 FINAL FIXED ASSETS</b>		<b>170,000</b>		
<b>Board Approved Adjustments During 2003-04</b>				
Mid-Year Board Items		-		
<b>Impacts to Fixed Assets Due to State Budget Cuts</b>		-		
<b>Department Recommended Changes in Fixed Assets</b>		<b>201,800</b>		
<b>TOTAL 2004-05 PROPOSED FIXED ASSETS BUDGET</b>		<b>371,800</b>		



## SCHEDULE C

DEPARTMENT: Fleet Management  
 FUND: Garage  
 BUDGET UNIT: ICB VHS

## DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Increased demand for services Add 1.0 Motor Fleet Mechanic II to perform lead worker responsibilities for the night shift in the Auto Shop. Add 1.0 Motor Pool Assistant to perform non-billable shop functions at the Apple Valley Service Center, which are currently performed by higher cost technical staff. The addition of these positions will increase productivity and customer service.	2.0	105,996	168,000	62,004
2. Delete administrative position Delete 1.0 Fiscal Clerk I due to efficiencies in the department's business office.	(1.0)	(42,605)	-	42,605
3. Delete central warehouse functions Delete 2.0 Storekeeper due to the elimination of the central warehouse function as part of the Fleet Management budget. Certain supplies and equipment used by the department are now all accounted for in its Parts Shop cost center (80% of the warehouse function), some supplies are no longer stocked, and supplies carried for Trans/Flood are now stocked and issued through Central Stores. Salaries and benefits are decreased by \$85,232; services and supplies are decreased by \$20,964; and revenues are decreased by \$29,140.	(2.0)	(106,196)	(29,140)	77,056
4. Increased demand for fuel and parts Services and supplies are increased due to rising fuel costs and a higher demand for automotive parts. The demand for parts has risen due to delays in the purchase of new vehicles in 2002-03 because of the fixed asset freeze in effect at the time. As a result, the 2003-04 vehicles were not purchased at the beginning of the fiscal year. Services and supplies are increased by \$2,792,636; transfers are increased by \$235,312; reimbursements are increased by \$1,002,747; and revenues are increased by \$1,719,771.	-	2,025,201	1,719,771	(305,430)
5. Decreased revenues The 2003-04 Garage rates approved by the Board on March 4, 2003 were predicated on accumulating two months of working capital in five years and equated to approximately \$850,000 the first year and \$400,000 per year thereafter (at June 30, 2003, the department's unrestricted net assets were \$36,637). The 2004-05 Garage rates approved by the Board on March 2, 2004 were predicated on accumulating the working capital over a total six year period. The contribution in 2004-05 is expected to be \$566,000.	-	-	(284,000)	(284,000)
<b>Total</b>	<b>(1.0)</b>	<b>1,982,396</b>	<b>1,574,631</b>	<b>(407,765)</b>

## DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. CIP Projects Approved CIP requests for lease of the Victor Valley Service Center; removal of underground tanks and installation of aboveground fuel tanks in Barstow; and replacement of the air handler for building no. 1 at the Lena Road service center.	191,800
2. Equipment needed Two tire machines at \$5,000 each for the auto shop.	10,000
<b>Total</b>	<b>201,800</b>

